

INFORMATION PAPER

DAIM-FDH
20 Jan 2002

SUBJECT: CP 27 Career Program Referral Change to GS 13 and Above

1. Purpose. To provide information on subject.

2. Facts.

a. Reference Assistant Chief of Staff for Installation Management memorandum, dated June 20, 2001, subject: DA Central Referral Inventory for Civilian Career Program for Housing Management (CP-27) and Chief, Central Program Operations Division memorandum, dated August 30, 2001, subject: Change in the Department of the Army Mandatory Career Referral Level for the Housing Management Career Program (CP-27). These references can be found on <http://www.cpol.army.mil>; then click on Reference / Policy & Guidance Library / Department of Army / Messages and Memorandums / Career Management.

b. The Functional Chief Representative for the Housing Management Career Program has decided to discontinue the use of the Army Civilian Career Evaluation System (ACCES) for registration and referral for CP-27 position vacancies at the GS-11 and GS-12 grade levels.

c. Recruiting for positions in Housing Management at the GS-11 and GS-12 grade level will be by use of local merit promotion procedures that include electronic job postings on the Army Civilian Personnel Online (CPOL) website. Vacancy announcements for these positions will remain open for 14 calendar days.

d. ACCES will remain the primary recruiting tool utilized to fill CP-27 positions vacancies at the GS-13 through GS-15 grade levels.

e. Effective October 15, 2001, any CP-27 registrants who indicated in Part B - Referral Desires at the GS-11 and/or GS-12 grade level even though GS-13s or above was selected will be placed in a "suspended" status if their registration record does not comply with paragraphs 3 and/or 4 below.

f. CP-27 registrants who are eligible or repromotable to GS-13 or above will need to review their record and make any changes to their registration record so Eligibility For Referral will reflect "YES" by

October 12, 2001. You are encouraged to return to the Registration Status and Update Menu to reconfirm your eligibility for referral. If your status on the Registration Status and Update Menu reads, "Eligible for Referral: NO," you will not be considered for any Easy ACCES referral listing as long as your record is in a suspended status. It is your responsibility to resolve whatever problem(s) that are keeping your record inactive. To obtain information about the reasons for your incomplete status, click on the View Reasons for Incomplete Status hyperlink located at the bottom right of the screen. If you are registered in more than one career program, click on the hyperlink for each career program individually to view reasons for incomplete status. When all parts of your Easy ACCES registration record are updated and complete, your Eligibility for Referral will then be returned to "YES." Your Easy ACCES registration record must be in an "active" status (Eligible for Referral: Yes) to receive referral consideration.

g. Please make the appropriate changes to your CP-27 registration record if any of the following scenarios apply to you:

(1). For any GS-12 CP-27 registrants who have indicated in Part B - Referral Desires for "11s" and/or "12s" and/or geographical location(s) for "SG" and/or "LG" will need to delete these preferences.

(2). For any GS-13 CP-27 registrants who have indicated in Part B - Referral Desires for "11s" and/or "12s" and/or geographical location(s) for "LG" will need to delete these preferences.

(3). For any GS-14 CP-27 registrants who have indicated in Part B - Referral Desires for "11s" and/or "12s" will need to delete these preferences.

(4). For any GS-15 CP-27 registrants who have indicated in Part B - Referral Desires for "11s" and/or "12s" will need to delete these preferences.

h. Please contact the Central Referral Office for information and assistance at:

Information Management Module
Email: IMod@asamra.hoffman.army.mil
Phone: (703) 325 8032 DSN: 221